

EDITED TASK LISTING

CLASS: PHARMACIST I

Task #	Task
1.	Anticipate future requirements for drug needs and expenditures (e.g., analysis and interpretation of prescribing habits of Health Care Services Division (HCSO) prescribers [e.g., physicians, nurse practitioners, physician assistants, optometrist, podiatrist, etc.] and consultants, etc.) and the economic impact of new drug developments (e.g., conducting cost analysis of comparable drugs, etc.) in order to anticipate budget needs and patient care, etc. utilizing CDC drug formulary, professional knowledge and equipment, etc. as needed or at the request of the Chief Medical Officer(CMO)/Health Care Manager (HCM), etc. on an as needed basis.
2.	Assist the Chief Medical Officer/Health Care Manager in the various duties (e.g., Budget Change Proposals (BCPs), budget analysis, treatment of inmate patients, compliance with CDC's policies and procedures, implementation of special State requirements [e.g., PLATA, Armstrong, Coleman, etc.], court inquiries, etc.) in order to facilitate the operations of the institution and assist in inmate patient care, etc. utilizing professional knowledge, pharmaceutical records, expenditures, databases, etc. as directed by the CMO/HCM, etc.
3.	Attend various training courses (e.g., continuing education, orientation, in-service training, etc.) in order to maintain and enhance professional skills to stay abreast of latest developments/advances affecting modern pharmacy issues and to comply with institutional policies and procedures as required by the CSBP, CDC, etc. as needed.
4.	Maintain pharmacy inventory in order to ensure proper supply of medication for facility utilization and to avoid the inadvertent use of unsuitable products, etc. utilizing contact with the primary vendor/manufacturer (e.g., discrepancies in inventory, etc.), documentation skills, audit tools, records and equipment, direct procurement, proper storage, quantity, expiration dates, cost management, stock rotation, drug returns, Federal and State laws, rules, and regulations, Good Manufacturing Practices, etc. as directed by the CSBP, DHS, departmental policies and procedures, CDC drug formulary, United States Pharmacopoeia (USP), etc. and/or on an as needed basis.
5.	Compound oral and external medications in order to fill inmate patient prescriptions/orders, etc. utilizing professional knowledge and skills, appropriate equipment (e.g., balance scale, etc.) and instruments (e.g., spatulas, parchment paper, container, etc.) per departmental policies and procedures, CSBP, Federal and State laws, rules, regulations, etc. and as needed.

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6.	Coordinate the maintenance of pharmacy equipment in order to facilitate the continuity of care, for proper functioning and cleanliness, etc. utilizing available resources (e.g., oil, filters, alcohol swabs, etc.), personal observations, manufacturer manual and/or service contracts, etc. as needed.
7.	Type medication labels (originals/corrections) before applying to appropriate container for dispensing in order to accurately treat the inmate patient, etc. utilizing computer and professional knowledge and skills in compliance with the CSBP, departmental policies and procedures, etc. as needed.
8.	Handle confidential, sensitive, multi-disciplinary inmate patient health care issues, etc. in a professional, ethical manner, etc. in order to process medication and prescription orders while promoting the highest level of patient care and confidentiality, etc. utilizing professional knowledge, judgment and ethics, effective communication skills, interpretation, etc. on a daily basis.
9.	Dispense drugs in the appropriate container with proper labeling, etc. including parole medications in order to fulfill site specific and United States Pharmacopoeia (USP)/manufacturer's requirements, etc. utilizing auxiliary labels, licensed technicians/ personnel, counting machines, medication trays, appropriate instruments and containers, etc. as directed by the CA State Board of Pharmacy, Federal and State laws, rules and regulations, etc. as needed.
10.	Distribute prescription and non-prescription medications (e.g., parenterals, over the counter, etc.) to inmate patients, clinics, and floor stock, etc. via medical staff (e.g., nurses, physicians, Medical Technical Assistants (MTA), Psychiatric Technician, etc.) in order to provide pharmaceuticals for patient care, etc. utilizing transport vehicles, available computer system, Medical Administration Records (MAR), and professional knowledge and skills, documentation, etc. as directed by the State and Federal laws, rules, regulations, etc. and on a daily basis.
11.	Monitor pharmacy work area (e.g., trash, shelves, counters, etc.) in order to ensure that the area is clean and organized, and to maintain a hygienic, safe and effective work environment and in compliance with Federal and State laws, rules and regulations, etc. utilizing janitorial staff and supplies (e.g., brooms, mops, dust mops, etc.), etc. on a daily basis.

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12.	Review each prescription and medication regimen for the inmate patient's profile/Medication Administration Record (MAR) in order to ensure documentation, review drug-drug interactions, verify accuracy of treatment records, etc. utilizing professional knowledge, MAR, specific drug interaction programs, computer, internet, etc. as directed by State and Federal laws, rules, and regulations, DHS, CSBP, departmental policies and procedures, etc. on a daily basis.
13.	Enter prescription and patient data into the Pharmacy Prescription Tracking System (PPTS) database in order to process prescription information (e.g., patient profile, label, etc.), provide medication history of patient, assist the appropriate medical staff (e.g., nurses, physician, Nurse Practitioner, etc.), advise regarding interpretation of reactions to drug therapy and prescription information, etc. utilizing the PPTS, professional knowledge and skills, etc. as directed by the CSBP, departmental policies and procedures, etc. on a daily basis.
14.	File prescription orders in order to retrieve prescription information, answer various questions, etc. utilizing filing and record keeping systems, educational skills, etc. as mandated by the CSBP a daily basis.
15.	Fill prescriptions for inmate patients in order to provide prescribed appropriate treatment utilizing stock medications from various locations (e.g., refrigerators, shelves, locked closets, cabinets, etc.), appropriate prescription order forms (e.g., new orders, refill request forms, etc.), professional knowledge and skills, various pharmaceutical supplies and equipment (e.g., prescription labels, counting trays, pill counters, spatulas, containers, etc.), office equipment (e.g., computers, fax machines, telephones, etc.), etc. as prescribed by an appropriate CA licensed prescribers (e.g., physician, nurse practitioner, physician assistants, etc.), etc. on a daily basis.
16.	Develop protocols adaptable to new and novel drugs (e.g., special handling and procedures, preparation, administration, storage, etc.) for the proper utilization of medications, etc. utilizing professional knowledge, manufacturer's requirements/recommendations, etc. on an as needed basis.
17.	Implement local pharmacy policies and procedures for specific institution sites in order to use standardized processes in delivery of medication to the inmate patients, etc. utilizing professional knowledge, policy and procedure manuals, etc. as required by CSBP, DHS, departmental policies and procedures and on an as needed basis.

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18.	Implement the unit dose system or other systems utilized (e.g., bulk, mail order, etc.) in order to distribute various medications, etc. utilizing unit dose machine and packaging, medication trays, bulk packaging, etc. as directed by the DHS, as required by appropriate site specific licensing requirements, CSBP, etc. and on an as needed basis
19.	Maintain the unit dose system or other systems utilized (e.g., bulk, mail order, etc.) in order to distribute various medications, etc. utilizing unit dose machine and packaging, medication trays, bulk packaging, etc. as directed by DHS, as required by appropriate site specific licensing requirements, CSBP, etc. on an as needed basis.
20.	Inspect the pharmacy periodically for health and safety concerns (e.g., proper storage, electrical cords, etc.) in order to ensure a safe work environment, etc. utilizing Federal and State laws, rules, regulations, etc. in compliance with and as required by CAL OSHA, Departmental Operations Manual (DOM), departmental policies and procedures, etc. on a daily basis.
21.	Perform quality assurance rounds in various pharmaceutical areas (e.g., facility clinics, nurse protocol medication kits, etc.) and equipment (e.g., emergency carts, night lockers, etc.) where medications are stored in order to check for expired and utilized medications, restock, etc. utilizing professional knowledge, utilization and storage logs, safety and security guidelines, locking mechanisms, Federal and State laws, rules, regulations as directed by the CSBP, DHS, departmental policies and procedures, on a monthly basis and/or as needed.
22.	Maintain records of scheduled drugs and narcotics (e.g., perpetual inventories, required biannual narcotic inventory, etc.) in order to comply with State and Federal laws, rules, and regulations, etc. utilizing perpetual inventory and clinics utilization logs, etc. as required by Federal and State laws, rules and regulations, on a daily basis and/or as needed.
23.	Maintain records of various pharmacy operations (e.g., receiving, dispensed drugs, packaging, inventory, purchasing, supplies, workload, etc.) in order to retrieve and provide various information to management and other departments on a need to know basis utilizing record keeping procedures and professional knowledge and skills as mandated by the departmental policies and procedures, CSBP, etc. on a daily basis.
24.	Maintain security of pharmacy work materials/instruments (e.g., scissors, tweezers, spatulas, etc.) in order to maintain a safe and secure working environment for all staff, inmate patients and others utilizing tool control procedures, etc. in accordance with the DOM and departmental policies and procedures, etc. on a daily basis.

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25.	Participates in various meetings, seminars, task forces, work groups, treatment team meetings, conferences (e.g., Quality Improvement Team [QIT], Quality Management Committee [QMC], Pharmacy Services Committee [PSC], Inter-Disciplinary Treatment Team [IDTT], etc.) dealing with institutional health care issues (e.g., planning, policy, formulation, drug selection, etc.) at a local and/or divisional level, etc. in order to provide subject matter expertise, develop and implement various institutional policies and procedures (e.g., infection control, personal protection equipment, instrument sterilization, surface disinfection, barrier protectors, etc.) and to comply with State and Federal licensing requirements, laws, rules and regulations, etc. utilizing professional knowledge, other team members, State and Federal laws, rules and regulations, etc. as directed or required by Department of Health Services, Chief Medical Officer/Health Care Manager, and/or as needed.
26.	Perform routine drug therapy related to patient assessment procedures, ordering drug therapy and related laboratory tests, administering drugs or biologicals by injection (e.g., immunizations, insulin, etc.), adjusting the drug regimen of a inmate patient, etc. based upon approved protocols and in contact with inmate patients, etc. in order to improve inmate patient care, etc. utilizing professional knowledge, protocol, training, etc. as directed by the Health Care Services Division (HCSD), CSBP, departmental policies and procedures, etc. on an as needed basis.
27.	Perform routine mathematical computations in order to accurately compound, dispense, calculate doses, procure, return medications, etc. utilizing professional knowledge and skills, calculators, educational skills, etc. on a daily basis.
28.	Deliver various medications, supplies, physician orders, and Medication Administration Records (MAR), etc. to various facility units (e.g., nursing clinics, yard clinics, Correctional Treatment Centers [CTC], etc.) in order to provide the inmate patient with timely medications, etc. utilizing pick up procedures, safety measures, carts, professional knowledge and skills, etc. in accordance with the departments policies and procedures, DHS guidelines, etc. and on a daily basis.

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29.	Provide in-service training/materials by planning educational programs that cover various topics (e.g., storage of drugs, drug usage, dosage forms, pharmacology, prescription writing, biopharmaceutics, incompatibilities, significant new drugs and developments in the pharmaceutical and medical fields, etc.) to custody and/or medical staff (e.g., nurses, physicians, pharmacists, etc.) in order to disseminate relevant information, to comply with Federal and State laws, rules and regulations, etc. utilizing professional knowledge, CSBP, other resources (e.g., internet, various manuals, medical journals, etc.), PowerPoint presentation, computers, etc. on an as needed basis.
30.	Prepare/reconstitute sterile parenteral solutions in order to provide the inmate patient the prescribed doses via the medical staff (e.g., nurses, physicians, etc.) utilizing sterile techniques under a certified biological safety cabinet, needles, syringes, diluents, etc. in compliance with the CSBP, departmental policies and procedures, manufacturer's specifications, and on an as needed basis.
31.	Conduct quality assurance for sterile parenteral solutions in order to assure patient safety utilizing current pharmaceutical and laboratory procedures and records in compliance with licensing requirements, Federal and State laws, rules, and regulations, CSBP, departmental policies and procedures, etc. on an as needed basis.
32.	Prepare various written documents (e.g., reports (e.g., periodic, special, medication error report, heat reports, psychiatric medication, etc.), records [e.g., tool and needle control, drug inventory, pharmaceutical statistics, etc.], forms [e.g., Drug Enforcement Administration (DEA) 222, etc.], logs [e.g., daily, refrigerator, etc.], correspondence [e.g., inmate requests [CDC 602 form], etc.], etc.) in order to track patient history and provide consistent and quality patient care, request and/or provide information to management, other departments (e.g., Nursing, Dietary, Work Assignments, etc.), various Federal and State Agencies, etc. regarding the pharmacy's operations (e.g., budget estimates, purchasing practices, inspections, etc.), etc. utilizing professional knowledge and skills, computer system, in compliance with various Federal and State laws, rules, regulations, departmental policies and procedures, etc. as overseen by Health Insurance Portability and Accountability Act of 1996 (HIPAA), etc. directed by the Chief Medical Officer/Health Care Manager and/or on a daily basis.
33.	Prevent escape and/or injury by inmate patients to themselves or others or to the destruction of property in order to promote a safe and secure environment in accordance with DOM, and departmental policies and procedures, etc. utilizing personal observation, personal alarms, In-Service Training (IST), professional knowledge, etc. on an as needed basis.

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34.	Provide ongoing consultation and procedural information to medical staff (e.g., Pharmacy Technicians, treatment teams, Medical Review Committees, physicians, nurses, Medical Technical Assistants, Psychiatric Technicians, Psychologists, Psychiatrists, Nurse Practitioners, etc.), <u>inmate patients</u> , outside consultation services, etc. regarding a wide range of drug information (e.g., use of drug/ medicine therapy, implications, contra-indications, side effects/reactions, alternatives, chemical differences between compounds, proper dosages, general administration, toxicity, precautions, synergistic actions, etc.) in order to resolve medication issues (e.g., avoid incompatibilities, alleviate side effects, overcome potentiating drug combinations, prevent antagonistic reactions, provide appropriate cost effective formulary treatment, improve patient outcome, etc.) utilizing effective communication skills, professional knowledge, resources (e.g., internet, Facts and Comparisons, Physician Desk Reference [PDR], etc.), etc. on an as needed basis.
35.	Maintain current pharmaceutical reference materials (e.g., drug reactions and compatibilities, costs, drug therapy, dispensing, chemistry, pharmacology, toxicology, etc.) for pharmacy in order to provide vital information to the medical staff (e.g., nurses, physicians, Medical Technical Assistants [MTA], Psychiatric Technicians, Psychologists, Psychiatrists, Nurse Practitioners, etc.) utilizing professional knowledge, available resources, etc. on an annual basis and/or as needed.
36.	Represents the department, in formal or informal settings, regarding pharmaceutical issues at meetings, conferences, hearings, legal depositions, etc. in order to obtain or provide information, represent the interest of the department, provide subject matter expertise, etc. utilizing interpersonal and communication skills, professionalism, professional knowledge, etc. as directed by the Regional Administrator, court system, CMO/HCM and on an as needed basis.
37.	Respond to drug recall notices by reviewing and removing stock, and reviewing purchase orders, and patient history, if necessary, in order to prevent patient injury, litigation, etc. utilizing computer, fax, flyers, medication alert bulletins, internet, primary vendor, etc. directed by the manufacturers, Food and Drug Administration (FDA) and on an as needed basis.

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38.	Coordinate the waste management (e.g., intravenous solutions, expired drugs, etc.), biohazard waste (e.g., needles, chemo waste, etc.), hot trash (e.g., glass bottles, metal containers, droppers, etc.), and confidential material (e.g., physician order blanks, disposing of labels, etc.) deposition in order to comply with State and Federal laws, rules, regulations, for the safety and security of the institution and patient confidentiality, etc. utilizing contract return vendors, shredder, scissors, felt markers, etc. as directed by DOM, departmental policies and procedures, CSBP, HIPAA, etc.
39.	Review inmate patient's charts and medication regimens in order to promote quality patient care and avoid an adverse effect, appropriateness of treatments, formulary compliance, drug interaction, quality control, etc. utilizing professional knowledge, MAR, PPTS, outside resources (e.g., books, internet, etc.) in accordance with established professional standards/guidelines and to comply with laws, rules and regulations, CA State Board of Pharmacy and on an as needed basis.
40.	Utilize office machines in order to accept and/or to provide a variety of information (e.g., receive orders, order corrections, specific patient information, etc.) to medical staff (e.g., physicians, nurses, etc.), prime vendor, parole offices, hospitals, court orders, etc. utilizing computers, telephone systems, fax and copy machines, office equipment manuals, office skills, HIPAA patient information release form, etc. on a daily basis.
41.	Maintain licensed prescribers (e.g., optometrist, podiatrist, physician, nurse practitioner, etc.) signature cards and current professional license numbers in order to ensure licensed prescribers are issuing orders and to comply with Federal and State laws, rules and regulations, etc. utilizing computer, internet, etc. as required by DHS, CSBP, etc. on an as needed basis.

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42.	Direct the pharmacy staff (e.g., Pharmacist Is, Pharmacy Technicians, interns, etc.) with regards to their performance of pharmacy functions (e.g., processing and delivering orders, handling drug stock, record keeping, following various policies/procedures/guidelines, quality control, etc.), audits (e.g., quality assurance rounds, perpetual inventory, inventory control, etc.), and safety and security functions (e.g., carrying personal alarm devices, reporting potential escapes and contraband, following tool control/key control procedures, etc.), etc. in order to provide optimal patient care, ensure compliance with departmental policies and procedures, court mandates, Federal and State laws, rules, and regulations, assist staff in the institutional work environment, etc. utilizing appropriate pharmaceutical equipment and forms, effective communication, training and supervisory skills, ongoing training and development, departmental policies and procedures, departmental forms, court mandates, CAL OSHA, Code of Safe Practices, Federal and State laws, rules, regulations, standardized audit tools, standard personnel practices and policies, information from custody staff and in-service training, etc. on an as needed basis.
43.	Review medication labels (originals/corrections) for correctness before applying to appropriate container for dispensing in order to accurately treat the inmate patient, etc. utilizing computer and professional knowledge and skills in compliance with the CSBP, departmental policies and procedures, etc. as needed.
44.	Maintain prescription and patient data into the Pharmacy Prescription Tracking System (PPTS) database in order to process prescription information (e.g., patient profile, label, etc.), provide medication history of patient, assist the appropriate medical staff (e.g., nurses, physician, Nurse Practitioner, etc.), advise regarding interpretation of reactions to drug therapy and prescription information, etc. utilizing the PPTS, professional knowledge and skills, etc. as directed by the CSBP, departmental policies and procedures, etc. on a daily basis.